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Message Text

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ACTION SS-15

INFO OCT-01 EUR-12 ISO-00 SY-05 CCO-00 A-01 OC-06
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FM AMEMBASSY MOSCOW
TO AMEMBASSY LONDON IMMEDIATE
INFO SECSTATE WASHDC IMMEDIATE 0658

C O N F I D E N T I A L MOSCOW 08169

FOR USDEL SECRETARY

FOR S/S: ANDERSON AND MCLEAN FROM DARBYSHIRE

E.O. 11652: GDS
TAGS: OVIP (VANCE, CYRUS)
SUBJECT: SECURITY CONSTRAINTS AND OFFICE LOCATIONS IN
MOSCOW

PLEASE INFORM DELEGATION MEMBERS OF THE FOLLOWING CONCERNING
SECURITY ARRANGEMENTS AND OFFICE LOCATIONS IN MOSCOW.

1. CLASSIFIED MATERIALS. DELEGATION MEMBERS SHOULD BE
ADVISED THAT THERE ARE NO SECURE AREAS AT HOTEL SOVETSKAYA.
CLASSIFIED MATERIALS SHOULD NOT BE TAKEN TO HOTEL; THEY MAY
BE LEFT IN OPEN STORAGE IN SENIOR STAFF AND S/S OFFICES AT
EMBASSY. AT SPASO HOUSE, ONLY SECURE AREA IS SECRETARY'S
SUITE, WHICH WILL BE UNDER SY CONTROL AT ALL TIMES. EVEN
IN SECRETARY'S SUITE, CLASSIFIED MATERIALS SHOULD ALWAYS
REMAIN IN FOLDERS OR HAVE COVER SHEETS. OTHER MEMBERS OF
PARTY STAYING AT SPASO HOUSE WHO WILL BE DEALING THERE
WITH CLASSIFIED MATERIALS SHOULD ENSURE THAT SUCH MATERIALS,
WHEN OUT OF THEIR IMMEDIATE CONTROL, ARE RETURNED TO
EMBASSY OR SECURED IN SECRETARY'S SUITE. EMBASSY SEVENTH
AND NINTH FLOORS ARE SECURE AREAS FOR CLASSIFIED MATERIALS.
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2. SUBSTANTIVE DISCUSSION. THE EMBASSY HAS TWO SECURE
CONFERENCE ROOMS WHICH ARE AVAILABLE TO DELEGATION MEMBERS
AT ALL TIMES FOR SUBSTANTIVE DISCUSSIONS. (CONTACT S/S FOR
ACCESS). SENSITIVE DISCUSSIONS SHOULD TAKE PLACE ONLY IN
THESE CONFERENCE ROOMS. EMBASSY OFFICES WOULD BE BETTER
CHOICE THAN SPASO HOUSE OR HOTEL FOR SUBSTANTIVE CONVERSA-

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TION, BUT ONLY CONFERENCE ROOMS CAN BE CONSIDERED SECURE.
NO TELEPHONE CONVERSATION CAN BE CONSIDERED SECURE.
LOCATION OF DELEGATION OFFICE AREAS IN EMBASSY.

3. SECRETARY'S OFFICE.
SECRETARY WILL OCCUPY DCM'S OFFICE. MS. MORGAN WILL HAVE THE DESK OF DCM'S SECRETARY IMMEDIATELY OUTSIDE SECRETARY'S OFFICE.
DIRECTIONS: FROM COURTYARD ENTER CHANCERY BUILDING AND TAKE ELEVATOR TO NINTH FLOOR. ENTER THE ONLY DOOR, TO MARINE DESK. ENTER DOOR ON RIGHT. MS. MORGAN'S DESK IS AT LEFT; SECRETARY'S OFFICE TO LEFT PAST HER DESK (AMBASSADOR'S OFFICE IS TO RIGHT).

4. ANDERSON/MITCHELL OFFICE.
AT MARINE DESK, ENTER DOOR AT RIGHT. TURN LEFT, PROCEED DOWN CORRIDOR TO FIRST OFFICE ON LEFT. THERE IS A SIGN ON THE DOOR. ALTERNATE OFFICE SPACE IS AVAILABLE ON SEVENTH IN S/S OFFICES.

5. SENIOR STAFF OFFICES.
AT MARINE DESK, ENTER DOOR BEHIND MARINE DESK AND TURN LEFT. GO DOWN TWO FLIGHTS TO SEVENTH FLOOR. ENTER DOOR ON RIGHT; TURN LEFT. PROCEED DOWN CORRIDOR, THROUGH POLITICAL SECTION, TO SENIOR STAFF OFFICES. ROUTE IS CLEARLY MARKED WITH SIGNS AND ARROWS.
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6. S/S OFFICES.
S/S OFFICES ARE LOCATED ON SEVENTH FLOOR, IMMEDIATELY BEYOND SENIOR STAFF OFFICES.

7. ALTERNATE ROUTE TO S/S AND SENIOR STAFF OFFICES.
FROM EMBASSY COURTYARD, ENTER SOUTH WING, BEYOND CHANCERY. GO UP ONE FLIGHT; TAKE ELEVATOR TO SEVENTH FLOOR. SENIOR STAFF OFFICES ARE AT RIGHT, S/S OFFICES AT LEFT. TOON

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